

ADN-4

13 December 1963

DD/ST# 2502-63

MEMORANDUM FOR: All Branch and Section Chiefs of Procurement  
Division/OL  
Chief, Support & Control Staff/PD/OL

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SUBJECT: Requisitions of Prime Importance from the Office  
of Special Activities, DD/S&T

1. Requisitions from the Office of Special Activities, DD/S&T,  
which are of prime importance will, upon receipt in the Procurement  
Division, be delivered personally to the Chief, Procurement Division.

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2. These requisitions will be marked with the code word  
[redacted] and will be given first priority action for all phases  
of processing. Every effort will be made to expedite and accelerate  
such requests, and where paper work cannot be completed in sufficient  
time, verbal authorizations to the source involved will be given after  
appropriate approval in accordance with existing procedures.

3. The Chief, Procurement Division will be kept informed on any  
and all delays that may be encountered in the processing of such  
requests. The Chief, Procurement Division will be responsible for  
notifying the appropriate individual in the Office of Special Activities,  
DD/S&T, whenever delays or problems are encountered.

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[redacted]  
Chief, Procurement Division/OL

cc: Deputy Director for Support  
Director of Logistics  
Deputy Director of Logistics  
Office of Special Activities,  
DD/S&T [redacted] 3 copies

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